



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

MINUTES

April 8, 2002

P.O. BOX 827
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Community Preservation Committee

Continued Public Hearing: Common Driveway Special Permit, 138 East Street, Map 22, Parcels 62B & 63D, Theodore Treibick, applicant

FY03 Budget

Release of project review fee balances for completed or withdrawn applications

Discussion of proposed amendments to Subdivision Rules and Regulations

Community Development Plan Task Force

Vice Chair Michael Epstein called the meeting to order at 7:30 p.m. in the Heald Room at Town Hall. Board Members Louise Hara (Clerk), Dan Holzman, Tom Lane (Treasurer) Kate Reid and Phyllis Zinicola were present. Michael Abend (Chair) was not present this evening. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were present.

Hara moved and Lane seconded a motion to accept the minutes of March 25, 2002 as drafted. The motion carried 5-0-1 with Epstein abstaining.

Community Preservation Committee

Reid reported that the Community Preservation Committee (CPC) was informed that the Selectmen have discussed proposals that they expect to make at Town Meeting to reduce funding of the Community Preservation Act from the current 2% to either 1.5% or 1%. She was also aware of a citizens petition to reduce this fund to 0.01%. Reid stated that she also spoke with Selectman Vivian Chaput who indicated that the Selectmen are likely to favor a reduction to 1.5%. Chaput then expressed the Selectmen's desire for PB support of this reduction.

Mansfield asked if the CPC had been able to research the effect of these reductions on taxes and on the fund. Reid said that she is interested in researching the cost of purchasing land with CPA funds versus the cost of bonding, but the CPC has not been able to generate any kind of financial impact report. The Board noted that while reducing the surcharge would provide a small benefit to individuals, the cost to the Town would be much greater since these funds would be matched 100% by the State. Reid estimated that for every half-percent reduction to the fund, the Town loses approximately \$50,000 from residents plus another \$50,000 from the State.

Epstein noted that there may be a lack of support for the Community Preservation Fund because currently the money is not earmarked for any specific project. Reid said that the CPC discussed using the funds to purchase land with potential for multiple municipal uses.

While the Board did not wish to reduce the Community Preservation Fund surcharge at all, they recognized the need to cooperate with the Town in order to minimize the impact of a budget override at Town Meeting. Reid agreed to draft a letter to the Selectmen stating that the Planning Board supports a half-percent reduction to the Community Preservation Fund surcharge if necessary, but encourages the BOS to study the numbers carefully and understand the costs associated with this reduction. Zinicola agreed to review this draft and Hara offered to research the costs to the Town and taxpayers. Reid will try to circulate the draft prior to the next Planning Board meeting.

Reid reported that the next CPC meeting would be held on Wednesday, April 17th.

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Carolyn Kiely of 132 Hartwell Road was present. Epstein informed her that the applicant provided a fax this afternoon requesting a continuance and that no testimony would be taken. Epstein moved and Reid seconded a motion to continue the public hearing to 7:45 p.m. on April 22, 2002. The motion carried 6-0.

FY03 Budget

Mansfield reported that Town Administrator Madonna McKenzie will hold a department heads' meeting on Thursday 4/11 to discuss the impact of a balanced budget on departments. She asked departments to consider the scenario of no increase over the FY02 budget.

After some discussion, the Board agreed that it had already trimmed a significant amount from its budget when it submitted the FY03 budget approved by FinCom. They noted that this budget is already 0.3-percent lower than FinCom's recommendation and a further decrease in budget would reduce the Planning Board to an administrative board.

Release of project review fee balances for completed or withdrawn applications

The Board reviewed a memo prepared by Stam on April 4, 2002 and found that the Hutchins 2 common driveway in the Tall Pines subdivision is complete. Reid moved and Lane seconded a **motion to release funds remaining in the Hutchins 2 project review account**. The motion carried 5-0-1 with Epstein abstaining. The Board then reviewed a memo from Mansfield dated 3/28/02 regarding Buttrick Woods. Based on this memo, the Board found that this project is complete and Reid **moved to release funds remaining in the Buttrick Woods 53G account**. Lane seconded the motion and it carried 5-0-1 with Epstein abstaining.

According to Stam's memo, funds from the Rockstrom Conservation Cluster will be available for release after the final inspection bill is received from Earth Tech and is paid.

Mansfield noted that he sent a letter to the residents of Malcolm Meadows, to remind them that the plan must be amended to show changes made to the driveway before the PB can certify completion and release the project review funds. He received a reply from William Reeder today stating that the Condominium Trust has contacted its engineer and is moving forward to revise the plans as requested.

Discussion of proposed amendments to Subdivision Rules and Regulations

The Board reviewed Town Counsel's confidential Opinion #91 which raised additional questions for Board members. Mansfield was directed to set up a conference call between Paul DeRensis, Richard Hucksam, Michael Epstein and the PA for 4/10 or 4/11. Epstein will draft changes to the rules and regulations for the Board's review.

Community Development Plan Task Force

Lane reported that Vivian Chaput reviewed the draft letter he prepared to MAPC asking for guidance on submitting equivalent plans. She agreed with its content. Lane will forward the final draft to the PA and Mansfield was asked to prepare a packet with plans and reports to be forwarded to MAPC along with the letter.

GIS Training

Mansfield reported on his GIS training session held on April 5th, to be concluded on April 12th. He noted that towns that are currently using the GIS system have full-time GIS administrators on staff.

At 9:45 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,



Anja M. Stam
Administrative Assistant